



A/P Associate – Job Description

Department: Finance

Report To: CFO

Pay: Hourly

POSITION SUMMARY:

Reconciles processed work by verifying entries and comparing system reports to balances. Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.

RESPONSIBILITIES:

- Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries
- Pays vendors by monitoring discount opportunities; verifying federal id numbers; scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments
- Pays employees by receiving and verifying expense reports and requests for advances; preparing checks
- Protects organization's value by keeping information confidential and continuously improve the payment process
- Reconciles processed work by verifying entries and comparing system reports to balances
- Process customer credits

QUALIFICATIONS:

The requirements below are representative of the knowledge, skills, and/or abilities that an individual must possess to perform the essential functions of this job:

Required Minimum Education/Experience:

- High School Diploma or general education degree (GED)
- 2 years accounts payable experience
- Ability to calculate figures and amounts, such as discounts, interest, commissions, portions, percentages and volumes.
- Accurate 10 key skills, MS Excel, and MS Word
- Ability to effectively multi-task paying close attention to details
- Excellent written and verbal communication skills
- Good organization skills and manage workload effectively
- Strong problem-solving skills with ability to work under strict deadlines
- Must follow department policies and procedures
- Work well within a team environment

Certifications and/or Technical Requirements:

- Strong computer skills with a working knowledge of programs such as Microsoft Word, Excel, Access, Outlook and AS400.

Preferred Education and/or Experience:

- Completion of college level business courses
- Previous Sysco experience preferred
- A demonstrated ability to plan and organize your own and your department's work activities; analyze and disseminate forms; manage work time efficiently; follow procedures and policies; identify and solve problems; maintain a file system to include alphabetical, numerical, and chronological filing activities.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Working Conditions:

The above information on this description has been designed to indicate the general nature and level of work performed by associates within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of associates assigned to this job.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applicants must be currently authorized to work in the United States.

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